

HURRICANE & EMERGENCY PREPAREDNESS CHECKLIST

REVISED 5/25/2018

START OF HURRICANE SEASON (JUNE 1)

The Emergency Manager (EM) will review and update the Hurricane & Emergency Preparedness Checklist in mid- to late May to disseminate the document to the Hazardous Weather Response Team (HWRT) on or around June 1. *Note: The Hazardous Weather Response Team is a group of faculty and staff at the University who have a responsibility to prepare for, respond to, or recover from a hazardous weather incident or emergency.*

GENERAL (ALL DIVISIONS / DEPARTMENTS)

- Continue to monitor the weather throughout the season; make sure you can receive hazardous weather notifications (via NOAA Weather Radio or a subscription / app service)
- Update internal notification / call-down rosters
- Brief staff of office preparations, leave policy, mandatory / non-mandatory expectations
- Administrators identify key personnel who will be expected to return to campus after storm – both immediately and in (specified) stages – to begin campus clean-up and reclamation
- Encourage staff to make home preparations – child care, elderly care, pet care, communications plan, evacuation plan, disaster supply kit, flood insurance, etc.
- Stock supplies to secure equipment and documents
 - Departments are responsible for procuring their own preparedness supplies** such as flashlights, plastic, garbage bags, duct tape, etc.
- Review critical data back-up plan
- Review departmental continuity and emergency plans
 - If there is no plan for your office, consider developing one with help from EH&S (safety@ecu.edu)
- As applicable:
 - Develop work-from-home (telework) plans
 - Synchronize laptops / download VPN on laptops for teleworking and verify home accessibility
 - Review and touch base with mutual aid agreements
 - Check all communication methods (including radios) for maintenance and operating procedures
- Sign-up for ECU Alert text messages (if not already subscribed)
- Download ECU's LiveSafe mobile safety application to report storm damage or any other safety concerns

PRE-HURRICANE PLANNING FOR HOME

- Determine whether your residence will be safe from flooding and wind damage; identify any mitigation strategies for your home

- Know the difference between a WATCH and a WARNING
 - Hurricane **WATCH**: Sustained winds of 74+ mph are **possible** within the specified area
 - Tropical Storm **WATCH**: Sustained winds of 39-73 mph are **possible** within the specified area
 - Hurricane **WARNING**: Sustained winds of 74+ mph are **expected** within the specified area
 - Tropical Storm **WARNING**: Sustained winds of 39-73 mph are **expected** within the specified area
- Prepare a personal evacuation plan and disaster supply kit, practice and maintain your plan and kit, and know what to do after a hurricane is over
- For more information, please see: [Ready.gov](https://www.ready.gov), [ReadyNC.org](https://www.readync.org), [RedCross.org](https://www.redcross.org), [Hurricanes.gov](https://www.hurricanes.gov), or alertinfo.ecu.edu/hurricane-safety
- You can also download the following Apps for weather and preparation information: [fema.gov/mobile-app](https://www.fema.gov/mobile-app), pitt-nc.weatherstem.com/ecu, readync.org/en/downloadapp.html

EM

- Update emergency phone lists
- Review the Emergency Operations Plan and update as necessary
- Review seasonal hurricane outlook and send email to ECU Official with preparedness checklist
- Touch base with the National Weather Service regarding new tropical weather products
- Review access and update decision support service tools

FACILITIES SERVICES (FS) MAIN CAMPUS & HEALTH SCIENCE CAMPUS (HSC)

- Review the Emergency Operations Plan (i.e. Resource List, Mutual Aid Agreements, etc.)
- Review and update the Facilities Services Standard Practice (FSSP) 20-3001 Natural Disaster Plan
- Alongside Materials Management, create a list of contractors and disaster recovery experts with whom the University wishes to employ in case of hurricane (or similar) disaster

NEWS SERVICES

- Review and update current inventory of public information resources
- Review Crisis Communications Plan and update as necessary

HWRT

- Review the Emergency Operations Plan (i.e. Emergency Support Functions, etc.)
- Review the Hurricane Preparedness Checklist and send updates to the EM
- Confirm access to the virtual Emergency Operations Center (EOC)

PHASE I (INITIATE 72 – 120 HOURS PRIOR TO ONSET OF EMERGENCY)

Associate Vice Chancellor (AVC) for Environmental Health & Campus Safety (EH&CS) or Emergency Manager (EM) will alert the Emergency Management Team (EMT) of Phase I Status.

GENERAL (ALL DIVISIONS / DEPARTMENTS)

- Monitor the weather
- Make sure internal notification / call-down rosters are up-to-date
- Brief staff of weather event, office preparations, mandatory / non-mandatory expectations
- Encourage staff to make home preparations – child care, elderly care, pet care, communications plan, evacuation plan, disaster supply kit, secure personal property, etc.
- Initiate critical data back-up plan
- Monitor ECU Alert (ecu.edu/alert) for updates from the University
- Prepare to cancel or postpone events, meetings, and/or activities as appropriate

CRISIS POLICY TEAM (CPT)

- If enough information indicates, decide on class cancellation, campus evacuation or shelter-in-place
 - If decision can be made early, HWRT makes recommendation
 - AVC for Campus Operations (CO) and AVC for EH&CS recommend action to the VC for Administration & Finance (A&F)
 - VC for A&F informs Chancellor of recommendation
 - VC for A&F informs AVC for CO, AVC for EH&CS, and the Chief Communications Officer of approval
 - Chief Communications Officer contacts News Services to inform campus community and media via ECU Alert
- Notify the University of North Carolina (UNC) System office of any changes to campus operations

EM / ENVIRONMENTAL HEALTH & SAFETY (EH&S)

- Monitor latest forecasts and storm tracking information
- Initiate a virtual EOC to maintain a common operating picture
- Schedule situation briefing for the HWRT as advised
 - Prepare updates for distribution or presentation
- Assist News Services with developing ECU Alert messages
- Review and test EOC supplies and equipment
 - Ask ITCS to prepare and preposition VOIP phone crash cart, as needed
- Review mutual aid communications and agreements
- Contact city / county representatives regarding emergency management meetings

- Establish EH&S EOC liaison if requested and perceived as needed to city / county EOC
- Provide announcement regarding “Office / Laboratory Preparations” and storm preparations
- Contact Coastal Studies Institute (CSI) and Community Service Learning Centers (CSLCs) to coordinate preparation and response

FACILITIES SERVICES (FS) MAIN CAMPUS & HEALTH SCIENCE CAMPUS (HSC)

- Ensure maximum fuel storage / reserves
- Verify emergency generator serviceability for critical buildings and free-standing generators
- Verify essential equipment connected to emergency power
- Begin activities listed in Facilities Services Standard Practice (FSSP) 20-3001 Natural Disaster Plan
- Contact Greenville Utilities regarding the ECU substation on Ficklen Drive

ADMINISTRATION & FINANCE (A&F)

- Determine and report on campus administrative events scheduled
- **Financial Services:** Review delegations of authority that shall be followed during the recovery phase; evaluate payroll schedule to be accelerated if necessary; evaluate financial aid upcoming disbursement dates; set-up a cost code that captures all costs relative to the damages and recovery efforts; ensure emergency funds are available for recovery operations; establish methods for recording time and expenses incurred by employees on disaster efforts; evaluate alternatives to hiring temporary workers to assist in disaster recovery administrative work; etc.
- **Human Resources:** Send Adverse Weather & Emergency Closing regulation before the event; evaluate payment policies and options for employees and hiring temporary workers in the event of a disaster; together with payroll establish time recording criteria and benefits allocation; prepare UNC System reports for any changes to campus operations; etc.
- **Materials Management:** Analyze FEMA / state / UNC System / campus procurement requirements and follow the most stringent rules in the event of a disaster; contact FEMA and state disaster assistance representatives to understand the procurement requirements in the event of a disaster; etc.

ECU POLICE

- Call mandatory meeting of all officers to update job assignments and emergency work schedules
- Identify source of (non-perishable) supplies and building / rooms to be used as command center for on-campus post-storm activities

INFORMATION TECHNOLOGY & COMPUTING SERVICES (ITCS)

- Review Disaster Recovery Plan with staff
- Maintain essential telephone user list
- Ensure integrity and maintenance of computer and telecommunications systems data / equipment
- Ensure operability of ECU Alert through multiple notification methods

- Place someone on-call to assist with ECU Alert
- Report on expected computer network availability
- Test the ECU Lite webpage
- Perform back-ups of all critical application data
- Perform periodic tests of back-up restores prior to a disaster occurring

NEWS SERVICES

- Prepare ECU Alert templates for monitoring, preparing, possible changes to campus operations, etc.
- Activate Crisis Communications Plan, notifying members from other units
- Prepare messages for ECU Alert and disseminate when requested
- Identify storm-specific hashtag

STUDENT AFFAIRS / CAMPUS LIVING

- **Dining Services:** Prepare dining halls for power outage and food / water supply needs
 - Review plan for serving meals without power and during shelter-in-place operations
 - Stock non-perishable foods and water for several days
- **Housing Operations:** Review plan to move residents – coordinate with ECU Police and Transit
 - Review any agreements with sister institution(s) located out of harm's way for housing evacuated residents and international students
 - Inform staff and all residents of emergency operations policy
 - Inform outside (non-University) groups in residence of emergency operations policy
 - Inform Pan-Hellenic Council of emergency operations policy
 - Send out hurricane information and hurricane safety guidelines to residents and off-campus students
- Consider a Facebook Live session for Parents

ACADEMIC AFFAIRS

- Review enrollment database (to assess how many students and classes will be impacted)
- Review Continuity of Instruction Plan(s)
- Plan for postponement or rescheduling of academic / research / special events
- Plan for support of essential research activities
- Departments with research items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption
- Request waste pick-up (as needed)

RESEARCH / GRADUATE STUDIES

- Plan for postponement or rescheduling of academic / research/ special events
- Determine and report on preparedness of the ECU Diving & Water Safety Boat Fleet (328-4041)
- Notify researchers of potential need to suspend research activities
- Coordinate with EH&S and Prospective Health to secure chem / bio / rad hazards and fume hoods
- Plan for support of essential research activities
- Departments with research items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption
- Request waste pick-up (as needed)

HEALTH SCIENCES

- Plan for postponement or rescheduling of academic / research / special events
- ECU Physicians:** Determine and prepare to adjust clinic schedules and appointments
- Comparative Medicine:** Prepare for potential utility outage
- Notify researchers of potential need to suspend research activities
- Coordinate with EH&S and Prospective Health to secure chem / bio / rad hazards and fume hoods
- Plan for support of essential research activities
- Departments with research items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption
- Request waste pick-up (as needed)

ATHLETICS

- Prepare plans to cover athletic teams
 - Plan for any team that may be on the road during storm impact
 - Plan for possible postponement of athletic events or games
- Coaches should continually update respective team / student athlete contact lists
- Athletic Director (AD) to conduct a meeting of all coaches and staff members; collect contact lists of all student athletes
- Secure departmental assets and equipment
- Secure athlete transportation and lodging if in another locale

PHASE II (INITIATE 12 – 48 HOURS PRIOR TO ONSET OF EMERGENCY)

The AVC for EH&CS or the EM will notify the HWRT of Phase II Status and activate the Emergency Management Team (EMT) as needed.

As sustained winds reach 30 mph, an orderly secession of activities will begin. At this point, all aerial work (work at heights, on ladders or on rooftops) shall begin shutdown.

When sustained winds reach 40 mph, all outdoor emergency preparation activities shall shutdown; only emergency response and ECU Police patrols will be allowed to operate at this point. As sustained winds reach 65 mph, all outdoor activities (i.e. ECU Police patrols) shall be shutdown, except in the case of a response to an exceptional life-threatening event. Response to life-threatening activities shall be decided by the Chief of Police or the AVC for EH&CS with appropriate counsel.

These reverse parameters will be utilized to determine the resumption of response activities.

GENERAL (ALL DIVISIONS / DEPARTMENTS)

- Continue to monitor the weather
- Know where to check for pertinent information (weather, university updates, office expectations, etc.)
- Brief staff on weather and hurricane information sources, departmental continuity and telework plans (if applicable), and any foreseen staffing changes
- Review the Hurricane Preparedness Information on the EH&S webpage (ecu.edu/oehs)
- Fuel all state vehicles and park away from trees or low-lying, flood-prone areas
- Secure computers / equipment and all critical data and records
- Protect critical equipment according to office and laboratory hurricane preparation guidelines
- Empty out refrigerators and dispose of debris
- Disconnect electrical connections before leaving the office
- Supervisors should do a final check of the office / department and notify their respective Vice Chancellor of their readiness
- All facilities should be locked and secured
- Plan for flash flooding on and around campus, as well as wind-driven rain to campus buildings
- Monitor ECU Alert (ecu.edu/alert) for updates from the University

CPT

- Decide on class cancellation, suspension of non-mandatory operations, employee leave status
 - If decision can be made early, HWRT makes recommendation
 - AVC for CO and AVC for EH&CS recommend action to VC for A&F
 - VC for A&F informs Chancellor of recommendation

- VC for A&F informs AVC for CO, AVC for EH&CS, and the Chief Communications Officer of approval
- Chief Communications Officer contacts News Services to inform campus community and media via ECU Alert
- Update the Executive Council, Board of Trustees (BOT), UNC System, and Chancellor of hurricane preparation progress and changes to campus operations

EM / EH&S

- Maintain constant contact with NWS for hurricane briefings and expected impacts
- Utilize the virtual EOC to maintain a common operating picture for all of campus
- Report on city / county activities, if known
- Brief HWRT as necessary through meetings or the virtual EOC
- Assist News Services with developing ECU Alert messages
- Assist FS in emergency preparations and securing of facilities, especially HazMat storage areas, lab / research areas, Dining Services
- Prepare and fuel vehicles, HazMat vehicles, check SCBA tanks, HazMat response supplies, etc.
- ECU EOC liaison report to city / county EOC, if assigned
- Test emergency communications with EOC liaison, Vidant Medical Center representative, Brody School of Medicine (BSOM) liaison, and other ECU staff
- Check CSI and CSLCs to get status of their preparations
- Place EH&S staff on stand-by for response
- During the weather event, share periodic updates with ECU Police and HWRT via virtual EOC
- Keep UNC System Vice President for Safety & Security informed

FACILITIES SERVICES (MAIN CAMPUS & HSC)

- Secure facilities, construction areas, recyclable materials, and equipment
- Clear storm drains and secure grounds
- Secure modular units, off-campus facilities, and residence halls
- Sandbag vulnerable facilities (Tyler, Christenbury, Dowdy Student Store, Ragsdale, etc.)
- Make forms available for compiling FEMA documentation
- Fuel vehicles and emergency generators
- Test emergency resources (e.g. generators, sump pumps, chainsaws, etc.)
- Finalize activities assigned in FSSP 20-3001 Natural Disaster Emergency Plan
- Prepare the Facilities Services operation center(s)
- Place FS staff on stand-by
- During the weather event, share periodic updates with ECU Police and HWRT via virtual EOC

ADMINISTRATION & FINANCE

- Decide on campus events status – continue / cancel / postpone
- Provide radios and mobile phones to key emergency personnel, as appropriate
- Materials Management:** Ensure availability for emergency procurement and supplies
- Human Resources:** Prepare UNC System reports for any changes to campus operations
- Financial Services:** Evaluate payroll schedule to be accelerated if necessary; evaluate financial aid upcoming disbursement dates; etc.

ECU POLICE

- Prepare police operations center, including acquisition of non-perishable food and water for up to 30 people for one week
- All facilities should be locked and secured
- Selection of ECU PD “ride out” team
- Test emergency communications to all satellite operations centers
- Complete ECU Police hurricane preparations checklist; check wet weather gear / equipment, fuel vehicles
- Contact Housing Operations to determine time to move students from rooms to hallways
- Place ECU Police staff on stand-by
- Notify ECU Transit and FS not to drive when winds reach sustained winds of 40 mph
- During weather event, provide periodic updates to HWRT via virtual EOC

ITCS

- Test emergency communications systems including computers and telecommunications
- Determine emergency shutdown needs and implement plan
- Prepare ITCS operations center
- Maintain staff on stand-by for response
- Preposition VOIP phone crash cart to the ECU EOC (if requested)
- Assist in setting up and/or testing emergency communications to all satellite operations centers (ECU Police, ITCS, Facilities Services, Campus Living, and ECU Transit)

PARKING & TRANSPORTATION SERVICES

- Notify all faculty / staff / students to move their vehicles to higher ground
- Remove vehicles from low-lying, flood-prone areas and close flood-prone lots
- Place staff on stand-by

NEWS SERVICES

- ❑ Place staff on stand-by to contact news media (local TV and radio stations), to activate ECU Alert and update the emergency information lines, and to contact cable channel voice-over
- ❑ Determine if messaging needed on Charles Boulevard sign
- ❑ Provide on-duty contact information to ECU Police and EM / EH&S
- ❑ Prepare ECU Alert messages for preparations, possible changes to campus operations, etc.
- ❑ Prepare to establish information center (if needed)
- ❑ Create a frequently asked questions webpage with call center phone number and email address for use by parents and outside inquiries (if appropriate)
- ❑ Update ECU Alert web page and social media with new messages as needed
- ❑ Activate and operate the ECU Alert Lite web page if conditions warrant
- ❑ Monitor social media for rumor control
 - Use incident or storm-specific hashtag
- ❑ During the weather event, share periodic updates with ECU Police and HWRT via virtual EOC

STUDENT AFFAIRS / CAMPUS LIVING

- ❑ Decide and report status of student activities scheduled – continue / reschedule / postpone / cancel
- ❑ Evaluate student services hours of operation and update webpage
- ❑ Send out hurricane information and hurricane safety guidelines to residents and off-campus students
- ❑ Prepare Campus Living and ECU Transit operations centers
 - Test radios to be used with ECU Police
- ❑ Activate call center (if needed)
 - Inform ECU Police, EM / EH&S, and News Services of call center phone numbers
 - Consider a Facebook Live session for Parents
- ❑ Prepare to establish disaster assistance / information center (if needed)
- ❑ **Housing Operations:** Designate evacuation / consolidation site should a residence hall need to be evacuated or consolidated and inform ECU Police; accommodate functional needs residents; provide entertainment for residents; plan to temporarily house some first responders
- ❑ **Dining Services:** Prepare dining halls for utilities outage (stocked food, cooking source, water)
- ❑ **Student Health:** place staff on stand-by and prepare all units, prep SHS building, ensure all HIPAA protected information is secure, box and elevate critical data and equipment, confirm security of building and information, prepare for alternate aid station, etc.
- ❑ ECU Police will contact Housing Operations to determine time to move students from rooms to hallways
- ❑ Place Counseling Center and Student Health Services' Mental Health Services staff on stand-by and prepare units

- Ensure bus transportation is available and fueled for possible evacuation
- During the weather event, provide ECU Police and EM / EH&S with periodic updates of student and facility conditions via virtual EOC

ACADEMIC AFFAIRS

- Decide status of special academic events and on- and off-campus activities (including Theater Arts / Music events) scheduled – continue / postpone / reschedule / cancel
- Shutdown and secure sensitive electronic equipment
- Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; provide inventory to EH&S
- Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open
- Remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment
- Health Sciences students may need additional information as their academic schedules differ from main campus students

RESEARCH / GRADUATE STUDIES

- Decide and report on academic / research / special events scheduled – continue / postpone / reschedule / cancel and secure research
- Decide and report on status of the ECU Diving & Water Safety Boat Fleet (328-4041)
- Notify researchers to suspend and secure research activities until notified it's safe to resume activities
- Shutdown and secure sensitive electronic equipment
- Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; provide inventory to EH&S
- Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open
- Remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment

HEALTH SCIENCES

- Decide and report status of special events scheduled – continue / postpone / reschedule / cancel and secure research

- Secure chem / bio / rad materials and prepare staff for emergency response
- Secure and evacuate modular units
- **ECU Physicians & School of Dental Medicine:** Decide on the status of clinic schedules and appointments; communicate additional details to students regarding clinicals and make-up time(s) if known
- **Comparative Medicine:** Prepare for animal maintenance without utilities
- Shutdown and secure sensitive electronic equipment
- Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; provide inventory to EH&S
- Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open
- Remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment

CITY / COUNTY REPRESENTATIVE OR ECU LIAISON

- Report on city / county plans and coordinate needs with ECU AVC EH&CS, EM, and the CPT
- Identify and report on safe routes for evacuation and emergency shelter locations with ECU

VIDANT MEDICAL CENTER REPRESENTATIVE OR BSOM LIAISON

- Report on hospital preparations and any needs / assistance

PHASE III (INITIATE WHEN STORM HAS PASSED AND WINDS DISSIPATE BELOW 40 MPH)

The AVC for EH&CS, AVC for CO, or the EM will activate emergency response activities.

Note: After torrential rainfall, especially north and west of our area, the Tar River often floods 5 – 7 days after tropical storm impacts. This secondary flooding can impact recovery efforts, transportation routes to and from campus, and off-campus housing.

Also, note: Depending on the extent and scope of damage and expected flooding impacts, non-mandatory operations may be temporarily suspended.

GENERAL (ALL DIVISIONS / DEPARTMENTS)

- If the campus suspends non-mandatory operations, mandatory personnel will still report to campus or telework to support mandatory operations
- If the University or City / County goes under curfew, only Emergency Management or Emergency Support personnel with appropriate identification will be allowed access to campus through checkpoints
- When allowed access to campus, your building, and your department, identify repairs and safety concerns (as needed)
 - Contact ECU Police, FS, or submit a report on the LiveSafe app
- If additional resources are needed for repairs and clean-up, they may be requested through the EOC

CPT

- Decide on class cancellation, employee leave status, suspension of non-mandatory operations
 - If decision can be made early, EMT makes recommendation
 - AVC for CO and AVC for EH&CS recommend action to VC for A&F
 - VC for A&F informs Chancellor of recommendation
 - VC for A&F informs AVC for CO, AVC for EH&CS, and the Chief Communications Officer of approval
 - Chief Communications Officer contacts News Services to inform campus community and media via ECU Alert
- Update the Executive Council, Board of Trustees (BOT), UNC System, and Chancellor of damage assessment and recovery progress as well as changes to campus operations
- Assess damage reports and assign priorities

EM / EH&S

- Maintain constant contact with NWS for flood briefings and expected impacts
- Utilize the virtual EOC to maintain a common operating picture for all of campus
- Report on city / county activities, if known
- Brief HWRT as necessary through meetings or virtual EOC

- ❑ Assist News Services with developing ECU Alert messages
- ❑ Assist FS with safety assessments across campus facilities (campus grounds, dining facilities, HazMat storage facilities, lab / research areas, etc.)
 - Provide findings to the EOC / virtual EOC, or ECU Police and FS
- ❑ Contact Greenville Utilities to assess water contamination
- ❑ Contact CSI and CSLCs to assess their post-hurricane status
- ❑ Review Emergency Operations Plan and revise, as necessary
- ❑ ECU EOC liaison report to city / county EOC, if assigned
- ❑ Establish physical EOC, as needed
- ❑ Report storm damage to NWS at [weather.gov/mhx](https://www.weather.gov/mhx) or directly to wxobs.mhx@noaa.gov
- ❑ Keep UNC System Vice President for Safety & Security informed
- ❑ Schedule debriefing or after-action meeting within 7 days to discuss prep, response, and recovery

FACILITIES SERVICES (MAIN CAMPUS & HSC)

- ❑ Remove debris from roads to allow access to emergency vehicles
- ❑ Utilize the virtual EOC to maintain a common operating picture for all of campus
- ❑ Complete damage assessment – grounds, facilities, construction areas
 - Provide findings to the EOC / virtual EOC, or ECU Police
- ❑ Secure unsafe areas – repair and / or restrict access
- ❑ Establish utility service in cooperation with Greenville Utilities
- ❑ Compile damage report and prioritize repairs
- ❑ Collect data for insurance / FEMA reimbursement
- ❑ Provide equipment and resources to rescue workers
- ❑ Report any damage from satellite locations (CSI, CSLCs, etc.)

ADMINISTRATION & FINANCE

- ❑ Brief Executive Council on extent of damage and actions being taken
- ❑ **Financial Services:** Distribute paychecks; electronically transfer financial aid disbursements to students OneCards, etc.
- ❑ **Materials Management:** Establish receiving area; provide storage for incoming supplies and materials

ECU POLICE

- ❑ Establish Auxiliary Command Post, if necessary – phones, computers, etc.
- ❑ Establish recovery area, if necessary
- ❑ Establish perimeter around incident site(s), as necessary

- ❑ Patrol unsafe areas to ensure security
- ❑ Control media access to victims and victims' family members
- ❑ Assist city / county emergency responders as needed

ITCS: TELECOMMUNICATIONS & NETWORK SERVICES

- ❑ Coordinate with SA to establish an 800 or 888 locator hotline number where students or victims' families can obtain information
- ❑ Share locator hotline number with News Services to post to ECU Alert web page and send to media outlets
- ❑ Initiate the Disaster Recovery Plan to restore campus systems
- ❑ Assist satellite operations center with establishing / maintaining communications

NEWS SERVICES

- ❑ Prepare ECU Alert messages for impacts to campus, response and recovery efforts, possible changes to campus operations, etc.
 - Update students, staff, and faculty on operational status via ECU Alert as needed
- ❑ Maintain appropriate contact with news media, broadcast, print and web sites
- ❑ Activate and operate the ECU Alert Lite web page if conditions warrant
- ❑ Prepare to establish information center (if needed)
 - Establish media area, if necessary
- ❑ Create a frequently asked questions webpage with call center phone number and email address for use by parents and outside inquiries (if appropriate)
- ❑ Provide constant updated information to media and public and other core constituencies as needed via press releases, interviews, social media, and other necessary methods
- ❑ Monitor social media for rumor control
 - Use incident or storm-specific hashtag

STUDENT AFFAIRS / CAMPUS LIVING

- ❑ Organize / contact interested student groups and organizations to help in "light duty" clean-up efforts
- ❑ Report to command post to assist with identifying missing / victims and dealing with families
- ❑ Activate call center (if needed)
 - Inform ECU Police, EM / EH&S, and News Services of call center phone numbers
 - Consider a Facebook Live session for Parents
- ❑ Prepare to establish disaster assistance / information center (if needed)
- ❑ Provide Counseling Center and Student Health Services' Mental Health services staff for counseling students, staff, faculty, and family members of victims
 - Establish counseling area, if necessary

- Promote use of American Red Cross' Safe & Well web page, LiveSafe, or ECU Alert for students to list themselves as ok and for parents to seek validation of student status
- **Housing Operations:** Deactivate use of hallways for student housing and / or other temporary shelter facilities; complete damage assessment of residence hall facilities; provide temporary housing for rescue / utility workers and displaced off-campus students (as possible); provide entertainment for students (student recreation, movies, transport to mall, etc. as is safe and / or possible)
- **Dining Services:** Complete damage assessment of all dining facilities; establish food service for rescue workers, students still on campus, etc.

ACADEMIC AFFAIRS

- Check labs and classrooms for water damage
- If electricity outage is prolonged, monitor condition of research items that could be spoiled, die, or cause stench

RESEARCH / GRADUATE STUDIES

- Check labs and classrooms for water damage
- If electricity outage is prolonged, monitor condition of research items that could be spoiled, die, or cause stench

HEALTH SCIENCES

- Check labs and clinics for water damage
- If electricity outage is prolonged, monitor condition of research items that could be spoiled, die, or cause stench

ATHLETICS

- All coaches and staff members should remain in contact with athletics administrators
- Determine if athletics events must be cancelled, postponed, or relocated